

## New Application Review Process for Commissions and Boards

A new application review process is being implemented in **June 2020\*** for all commissions and boards staffed by the Planning Division which hold development related approval authority. **The new process will include new application deadlines, starting in June, as described within.**

All process changes will be applied to:

- Brewery District Commission (BDC)
- German Village Commission (GVC)
- Italian Village Commission (IVC)
- Victorian Village Commission (VVC)
- Historic Resources Commission (HRC)
- Downtown Commission (DC)
- East Franklinton Review Board (EFRB)
- University District Impact Review Board (UIDRB)

**\*Visit each commission webpage (<https://www.columbus.gov/planning/hpdra/>) for the new application deadlines and business meeting dates, and commission hearing dates and times and other information.**

The new review process includes:

1. **Application deadlines: four weeks prior** to a commission's hearing date;
2. Application deadlines for continued applications: three weeks prior to a commission's hearing date;
3. Business meeting dates: two weeks prior to a commission's hearing date;
4. Paperless application submission; (Paper submissions of an application may still be required at a commission/board hearing. Any required paper submissions will be requested by staff prior to the hearing.)
5. Use of hearing room monitors and tablets to reduce paper at hearings;
6. Issuing Certificate of Appropriateness/Approval (COA) electronically;
7. Staff approved cases processed within seven (7) business days;
8. New designation of "No Adverse Effects (NAE)" allows additional requests to be processed faster;
9. Staff reports and application materials posted in advance of commission hearings; and
10. Updated application, agenda, staff report and meeting minute forms.

The new process is designed to provide increased **Efficiency, Transparency, and Predictability** in the application process. These recommendations are the result of several months of staff review and analysis, and respond to an increased demand in application review due to unprecedented growth in Columbus' historic districts and design review areas. The changes are intended to result in overall faster application processing (from start to finish) for the majority of applications.

Process Improvement	Goal/Benefit
<ul style="list-style-type: none"><li>→ Electronic application submittal</li><li>→ Electronic presentations</li><li>→ Four week application review period</li><li>→ Continued (tabled) applications will include conditions to be met at next meeting (additional clarity)</li><li>→ Staff approvable cases processed within seven business days (one week)</li></ul>	→ Efficiency
<ul style="list-style-type: none"><li>→ Staff reports available prior to hearings</li></ul>	→ Transparency
<ul style="list-style-type: none"><li>→ All applications and staff reports reviewed and approved by Division management</li><li>→ Continuing education for staff and commissioners</li></ul>	→ Predictability

## Frequently Asked Questions (FAQ)

### *How do I submit an application?*

Download the new application form at [www.columbus.gov/planning](http://www.columbus.gov/planning). Email your completed application (including all required attachments) to the appropriate commission or board intake email address as indicated on the application. If the file size is larger than 25 MB, inquire with staff on an appropriate way to submit the application. Using a file sharing websites for very large files is appropriate.

### *Why is the application review process changing?*

Continued growth and development pressure in Columbus' historic districts and design review areas has resulted in a significant increase in application review over the past decade. The process improvements will allow an increased **Efficiency, Transparency, and Predictability** in the application process.

### *Why is the application deadline changing from two weeks to four weeks prior to a hearing?*

A four week application review process is the appropriate amount of time to allow staff to prepare and issue a staff report prior to the commission hearing. Issuing a staff report prior to a commission hearing is critical for transparency and predictability in the review process. The new review period also provides additional time for applicants to respond to staff and commission comments at or after the business meeting, thereby, providing the opportunity to resolve questions or issues prior to the hearing.

### *What happens if I submit an application after the application deadline?*

Late applications will not be placed on the current month's commission/board agenda. The extended application deadline allows for more detailed staff review of applications and increased transparency by posting a staff report prior to the hearing. It is imperative for the success of the new process that applications be received complete and on-time.

Applications that are complete, but received after the application deadline, will be heard at the *next* regularly scheduled commission or board meeting. (For example, an application submitted after the deadline for the July hearing will be placed on the August hearing agenda.)

Incomplete applications (missing required materials) will not be scheduled for a commission hearing until all required materials are provided. The application will not be considered "received" until it is complete.

### *What if my application is continued (tabled) at the hearing?*

Applications that are continued (or tabled) by a commission or board will receive a one (1) week grace period after the deadline if the applicant submits an application for the *next scheduled* hearing date. The application deadline grace period only applies to the next scheduled hearing date after an application is continued. (For example, if an application is continued at the July 2020 hearing, the grace period will only apply to a submittal for the August 2020 hearing.) This grace period allows for an applicant to revise their application to conform with conditions expressed by the commission at the previous hearing, and have the application heard at the next hearing.

### *How do I receive my Certificate of Appropriateness (or Approval) (COA)?*

Email the permit drawings/set (as required for the permit application) to the appropriate commission/board intake email address prior to submitting an application to the Department of

Building and Zoning Services. The permit drawings will be reviewed for consistency with the previously approved commission or board application and any commission/board required conditions. If the permit drawings match the commission approved application, the COA will be issued electronically. Staff will stamp the permit drawings electronically, create the COA, and email both documents back to you as a PDF file. Allow up to seven (7) business days for the issuance of a COA after submittal of all required permit set materials.

*Am I required to bring paper copies of my application materials to the commission/board hearing?*

As we transition to a new application process, it may be necessary to bring paper copies of your submitted application to the hearing. The details of the requirement may vary between commissions – please check with the appropriate commission staff person for details.

*What does “No Adverse Effects” mean? How does it benefit me?*

The “No Adverse Effect” designation is a form of a staff approval Certificate of Appropriateness (or Approval) (COA) and applies to the most common types of applications that currently receive Staff Approval. It has its basis within CCC3116.055 and CCC3116.05, as well as Section 106 of the National Historic Preservation Act, and is defined as an undertaking that does not alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the local district or National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association. Applications that fall within the NAE designation and meet city standards and guidelines receive the fastest processing times, with the goal being the issuance of a COA within one business day. The following types of requests are eligible for NAE:

- Roof replacement (asphalt to asphalt from Approved Shingle List)
- Painting (new paint colors, paint to match existing)
- Tuckpointing (all forms: spot, solid, etc.)
- Masonry repairs (to match existing)
- Masonry cleaning
- Carpentry repairs
- In-kind repairs (repair/replace to match existing)